



Linda McCulloch, Superintendent  
Office of Public Instruction  
PO Box 202501  
Helena, MT 59620-2501  
www.opi.mt.gov

## 2006-2007 ANNUAL APPLICATION

### Carl D. Perkins Vocational and Technical Education

School District: \_\_\_\_\_ LE: \_\_\_\_\_ CO: \_\_\_\_\_

#### Application Information:

**Due date: May 26, 2006\***

#### Return application to:

Career and Technical Education  
Office of Public Instruction  
PO Box 202501  
Helena, MT 59620-2501

**Project Year: July 1, 2006 -  
June 30, 2007**

#### Before mailing, please check:

- ☐ The district authorized representative has signed the application (p. 1).
- ☐ A summer contact person has been identified and contact information has been provided (p. 1).
- ☐ Both the district authorized representative and the school board chairperson have signed the Assurances (p. 4).
- ☐ The Plan to Work with Special Populations has been completed (p. 6).
- ☐ Planned Uses of Carl D. Perkins funds (p. 7-9) has been completed and is compliant with the Required and Permissive Use of Funds (Attachment C).
- ☐ Each school has completed one program assessment for each program offered, which has been signed by all listed individuals (Attachment A).
- ☐ The Budget Form (Attachment D) summarizes items listed in the Planned Uses of Carl D. Perkins Funds (p. 7-8) and the Funding Distribution Table (Attachment B).

**General Project Information:** This is the annual application for Carl D. Perkins Vocational Education. While this is continuation funding, **you are encouraged to change your objectives and activities to refocus your funding on different or new career and technical education needs.** For assistance in completing this application, contact any of the career and technical education specialists at the Office of Public Instruction.

- ☐ David Hall, Agriculture Specialist, (406) 444-4451
- ☐ Diana Fiedler, Business and Marketing Specialist, (406) 444-7991
- ☐ Angie Collins, Health Occupations Education Specialist, (406) 444-0714
- ☐ Don Michalsky, Industrial Technology Specialist, (406) 444-4452
- ☐ Karla Beagles, Administrative Specialist, (406) 44-9019

**The CTE specialists will review this application during the months of June - August. Please provide contact information for someone who will be able to answer questions regarding your district's career and technical education programs and/or this application form during this summer time period.**

Name/Title: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

**Signature Information:** The Board of Trustees submitted a Common Assurances form to the Office of Public Instruction for the 2002-03 school year, and no circumstances affecting the validity of the assurances have changed since its submittal. Further, the Board of Trustees has certified that the Common Assurances for Federal Programs and Specific Program Assurances for those programs in which this district/agency participates are accepted as the basic conditions for local participation and assistance in the operation of the projects/programs listed above.

\_\_\_\_\_  
Signature  
Designated Authorized Representative

\_\_\_\_\_  
Superintendent  
\_\_\_\_\_  
Principal (if there is no Superintendent)  
\_\_\_\_\_  
County Superintendent (if there is no Superintendent or Principal)

**NOTE:** When personnel changes occur in the positions listed above, the new person will become the Designated Authorized Representative. This responsibility may be assumed by the Chairperson of the Board of Trustees if requested in writing to Nancy Coopersmith at the address shown at the top of this page.

# **CARL D. PERKINS VOCATIONAL AND APPLIED TECHNOLOGY EDUCATION ACT OF 1998**

## **DIRECTIONS FOR COMPLETING THE LOCAL APPLICATION**

1. Include signed assurances pages for each eligible recipient agency involved.
2. If you have not already sent in your district's Career and Technical Student Enrollment Report for the current school year, include completed enrollment data tables for EACH career and technical education program in EACH participating agency. Additional forms are available upon request.
3. Provide complete information requested for EVERY section in the Local Application Format.
4. Attach a quality assessment of every secondary career and technical education program of your agency. Use the program assessment instrument included in this Local Application packet so that all quality-assessment indices required by P.L. 101-392 will be addressed. These quality assessments will form the basis for identifying those programs most in need of program improvement within the LEA or agency.
5. Complete the Funding Distribution Table that identifies how you plan to use Perkins' resources to achieve program improvement in those programs identified by the self-assessment as needing improvement.
6. Submit a detailed budget for EACH planned use of funds. Use either copies of the budget form provided or form duplicates generated on your own word processing system.

## **CRITERIA FOR APPROVAL OF LOCAL APPLICATIONS FOR TITLE II, PART C ALLOCATIONS**

1. The complete application (including signed assessments of program quality of all career and technical programs offered by the applicant agency) must be received at the Office of Public Instruction by May 26, 2006.
2. The applicant must be an eligible recipient.
3. All required assurances must be signed.
4. The application must contain substantive responses to ALL information requested.
5. The targeted populations have been identified and the needs of those students are being addressed in a meaningful way. This will be assessed by the state staff.
6. The planned use of funds corresponds to the required and permissive uses of funds.
7. The uses are considered realistic.

# LOCAL APPLICATION CONTENTS

- I. Assurances
- II. Special Populations
  - A. Definition of Special Populations
  - B. Plan to Work with Special Populations
- III. Planned Uses of Carl Perkins Funds
  - A. Areas of Weakness/Plans to Improve
    - 1. Summary of Program Assessment (**Attachment A:** Program Assessment for Montana Career and Technical Education Programs)
    - 2. Perkins Criteria: Academic and Occupational Competencies
  - B. Planned Funding Distribution (**Attachment B:** Funding Distribution Table; **Attachment C:** Local Uses of Funds)
  - C. Detailed Budgets (**Attachment D:** Budget Form)
- IV. Accountability

**LOCAL APPLICATION FOR ALLOCATION OF TITLE I FUNDS FROM THE  
CARL D. PERKINS VOCATIONAL AND APPLIED TECHNOLOGY  
EDUCATION AMENDMENTS OF 1998  
PROGRAM YEAR 2006**

Eligible Recipient Agency

Address

Telephone

**I. ASSURANCES**

As a condition of the use of P.L. 101-392 funds, this eligible recipient assures that it will provide career and technical education instruction, activities and services in accordance with Section 118, Criteria for Services and Activities for Individuals Who Are Members of Special Populations, of the Act. The eligible recipient will not discriminate nor violate the provisions of Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, or Section 504 of the Rehabilitation Act of 1973.

State and local funds will be used in the schools of this eligible recipient receiving Perkins funds to provide services which, taken as a whole, are at least comparable to services being provided in schools of this eligible recipient which are not receiving Perkins funds. Students who participate in career and technical programs are taught to the same challenging academic proficiencies as are taught for all other students.

Perkins funds shall be used to supplement, to the extent practicable, increase the amount of state and local funds that would be in the absence of Perkins funds be made available for uses specified in this application, and in no case supplant such state or local funds.

This eligible recipient will provide a career and technical education program that (a) encourages students through counseling to pursue a coherent sequence of courses leading to a job skill; (b) assists students who are economically disadvantaged, students of limited English proficiency, and students with handicaps to succeed through supportive services such as counseling, English-language instruction, child care and special aids; (c) is of such size, scope, and quality as to bring about improvement in the quality of education offered by the school. Annual reports of evaluation of effectiveness and progress of programs assisted with Perkins funds will be made to the appropriate state office in the manner designated by the Montana State Plan.

\_\_\_\_\_  
Typed Name  
Designated Authorized Representative

\_\_\_\_ Superintendent  
\_\_\_\_ Principal (if there is no Superintendent)  
\_\_\_\_ County Superintendent (if there is no  
Superintendent or Principal)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed Name  
Board Chairperson

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## II. SPECIAL POPULATIONS

### A. DEFINITIONS OF SPECIAL POPULATIONS

1. **“Individual with a disability”** means an individual with any disability [as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102)].
2. **“Individual from an economically disadvantaged family, including foster children”** means a family or individual (1) determined by the U.S. Secretary of Education to be low-income according to the latest available data from the U.S. Department of Commerce; (2) that is eligible for any of the following:
  - (i) AFDC under Part A of Title IV of the Social Security Act;
  - (ii) benefits under the Food Stamp Act of 1977;
  - (iii) to be counted for purposes of section 1005 of chapter 1 of Title I of the ESEA of 1965; and
  - (iv) the free or reduced-price meals program under the National School Lunch Act.

At the postsecondary level, recipients of Pell Grants (financial aid under subpart 1 of Part A of Title IV of the Higher Education Act of 1965) and recipients of assistance from the Bureau of Indian Affairs are considered economically disadvantaged. [Abridged from CFR 400.4(b).]

3. **“Individual preparing for nontraditional training and employment”** means an individual preparing for an occupation or field of work, including a career in computer science, technology, and other emerging high skill occupations, for which individuals from one gender comprise less than 25 percent of the individuals employed in each such occupation or field of work.
4. **“Single parent, including a single pregnant woman”** means an individual who is unmarried or legally separated from a spouse AND has a minor child or children for which the parent has either custody or joint custody OR is pregnant.
5. **“Displaced homemaker”** means an individual who—
  - (A)(i) has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills;
  - (ii) has been dependent on the income of another family member, but is no longer supported by that income; or
  - (iii) is a parent whose youngest dependent child will become ineligible to receive assistance under part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.) not later than two years after the date on which the parent applies for assistance under this title; and(B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.
6. **“Individual with other barriers to educational achievement, including individuals with limited English proficiency”** (LEP) means a secondary school student, an adult, or an out-of-school youth, who has limited ability in speaking, reading, writing, or understanding the English language, and—
  - (A) whose native language is a language other than English; or
  - (B) who lives in a family or community environment in which a language other than English is the dominant language.

## II. SPECIAL POPULATIONS (CONTINUED)

### B. PLAN TO WORK WITH SPECIAL POPULATIONS

Carl Perkins basic grants are to provide funding for career and technical programs. There is an emphasis in Perkins legislation to serve the needs of career and technical students who are members of special populations. These special populations are: (1) individual with a disability, (2) individual from an economically disadvantaged family, including foster children, (3) individual preparing for nontraditional training and employment, (4) single parent, including a single pregnant woman, (5) displaced homemaker, (6) individual with other barriers to educational achievement, including individuals with limited English proficiency.

Please describe how your district plans to:

- meet the needs of career and technical students who are members of these special populations;
- assess and monitor the effectiveness of programs in meeting the needs of these special populations; and
- prevent discrimination against students in these special populations.

### III. PLANNED USES OF CARL D. PERKINS FUNDS

#### A. AREAS OF WEAKNESS/PLANS TO IMPROVE CAREER AND TECHNICAL PROGRAMS

The attached Program Assessment(s) for Career and Technical Education (Attachment A) reveals the following areas of weakness in the quality of career and technical programs in the applicant agency.

---

---

---

---

---

---

---

---

---

---

This eligible recipient plans to use the Perkins allocation to improve the career and technical education programs listed below. For each assisted program:

1. Review the Program Assessment(s) for Career and Technical Education Programs (Attachment A) and describe methods intended to improve areas of weakness.

---

---

---

---

---

---

---

---

---

---

2. Describe the size, scope and quality of program, and how academic and career and technical education are integrated in a coherent sequence of courses so that students achieve both academic and occupational competencies.

---

---

---

---

---

---

---

---

---

---

### III. PLANNED USES OF CARL D. PERKINS FUNDS (CONTINUED)

3. Describe how the career and technical education activities will be carried out with respect to meeting (1) student attainment of challenging academic and career and technical skill proficiencies, (2) student attainment of a secondary school diploma, (3) placement/retention in and completion of postsecondary education/training, military service, or employment and, (4) participation in and completion of career and technical programs leading to non-traditional training and employment.

---

---

---

---

---

---

---

---

---

---

4. Describe how you will provide students with strong experience in and understanding of all aspects of the industry of your career and technical program(s).

---

---

---

---

---

---

---

---

---

---

5. Describe how comprehensive professional development (including initial teacher preparation) for career and technical, academic, guidance, and administrative personnel will be provided.

---

---

---

---

---

---

---

---

---

---

### **III. PLANNED USES OF CARL D. PERKINS FUNDS (CONTINUED)**

#### **B. PLANNED FUNDING DISTRIBUTION**

The planned funding distribution of the allocation is reflected in the Funding Distribution Table (Attachment B). Perkins funds will be used to improve each targeted site/program through the approved uses of funds (Attachment C) for the listed amounts that total annually to the formula-allocated amount of this eligible recipient.

#### **C. DETAILED BUDGETS**

A detailed budget is submitted for EACH planned use of the allocated funds (Attachment B). Although no matching funds are required, listing of other funds that will be used to provide the planned services must be listed to meet federal reporting requirements.

An aggregate budget form (Attachment D) across all planned uses of funds for the application is submitted that shows planned expenditures of Perkins and/or other funds for career and technical education guidance and counseling services.

# PROGRAM ASSESSMENT FOR MONTANA CAREER AND TECHNICAL EDUCATION PROGRAMS

Attachment A

**School District Name:** \_\_\_\_\_

**School Name (if different):** \_\_\_\_\_

Approval of secondary career and technical education program proposals will be based on evidence that the General Requirements from the most current version of the Montana Standards and Guidelines for Career and Technical Education are met. Programs that fail to meet the following requirements will be given assistance from program specialists at the Office of Public Instruction.

**Directions:**

- Complete **one** assessment for each program area. Assessments must be completed collectively by the instructor(s) and advisory committee members.
- Districts with more than one high school should submit one assessment per program per school.
- Comments are required on all items checked "No."
- Submit the original assessment **plus one copy** for each program area.
- Keep a copy for your records.

Program Area: *Do not check more than one program area.*

- ☐ Agriculture    ☐ Business/Marketing    ☐ Family & Consumer Sciences    ☐ Health Occupations  
☐ Industrial/Technology Education    ☐ Trade and Industrial Education

|  | Yes | No | Comments: (Use additional paper if needed.) |
|--|-----|----|---|
| 1. The program:  |     |    |   |
| a. develops skills leading to employment and/or entry into advanced career and technical training.   |     |    |   |
| b. reflects the hiring needs of employers in the geographic area of the school.  |     |    |   |
| 2. Program objectives are defined in terms of skills to be developed and are related to a specific career by classification of instruction program (CIP) code. ( <a href="http://nces.ed.gov/pubs2002/2002165_2.pdf">http://nces.ed.gov/pubs2002/2002165_2.pdf</a> ) |     |    |   |
| 3. 2003-2004 Career and Technical Student Enrollment Reports are on file with the OPI.   |     |    |   |
| 4. Work experiences taught by a CTE-endorsed instructor are reported on the CTE student enrollment reports.  |     |    |   |
| 5. Program offerings are based on results of student needs assessments and this program assessment.  |     |    |   |
| 6. The program advisory committee has:   |     |    |   |
| a. been approved by the school board.  |     |    |   |
| b. minutes on file from the current year.  |     |    |   |
| c. assisted with program development.  |     |    |   |
| d. been provided with a copy of the most current version of the Montana Standards and Guidelines for Career and Technical Education.   |     |    |   |
| 7. Curriculum is organized based on academic and technical knowledge and skills for the career cluster.  |     |    |   |
| 8. This program develops personal, career, and leadership skills:  |     |    |   |
| a. within the curriculum (provide evidence).   |     |    |   |
| b. through a Career and Technical Student Organization (BPA, DECA, FCCLA, FFA, HOSA, TSA, SkillsUSA).  |     |    |   |

**PROGRAM ASSESSMENT FOR MONTANA CAREER AND TECHNICAL EDUCATION PROGRAMS (CONT.)****School Name:** \_\_\_\_\_**Program Area:**

- ☐ Agriculture  
☐ Business/Marketing  
☐ Health Occupations

- ☐ Family & Consumer Sciences  
☐ Industrial/Technology Education  
☐ Trade and Industrial

|   | Yes | No | Comments: (Use additional paper if needed.) |
|---|-----|----|---|
| 9. Career guidance and counseling services are provided for the students.   |     |    |   |
| 10. The program instructor(s):<br>a. is licensed (certified) and appropriately endorsed.  |     |    |   |
| b. is an active member of a career and technical education professional organization. (List organization and division, if applicable.)  |     |    |   |
| c. continues to update skills through continuing education and professional development.  |     |    |   |
| 11. Equipment and facilities are:<br>a. up-to-date and reflective of industry standards.  |     |    |   |
| b. adequate for the maintenance of acceptable education and health and safety standards.  |     |    |   |
| 12. There is a planned follow-up system of students completing the programs.  |     |    |   |
| 13. Maximum class sizes are determined with consideration of the instructional environment, equipment, supervision, safety, space, resources, and individual student instruction. |     |    |   |
| 14. This program ensures equal access for all students.   |     |    |   |
| 15. Career and technical education funds are used to supplement and enhance this program and are not supplanting other funds.   |     |    |   |
| 16. Career and Technical accounting procedures use standard school accounting codes.  |     |    |   |
| 17. a. A yearly certified expenditure report is submitted to the OPI showing actual expenditure of funds compared to the last approved budget.                                    |     |    |   |
| b. Records of all Career and Technical Education transactions are kept on file locally for audit purposes.  |     |    |   |

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Program Instructor Who Completed This Form

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Advisory Committee Chairperson or Designee

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
School Administrator

## Attachment B

[illegible]

## LOCAL USES OF FUNDS

(R = REQUIRED, P = PERMISSIVE)

### Attachment C

**General Authority**—Each eligible recipient that receives funds shall use such funds to improve career and technical education programs.

**Required for Uses of Funds**—Funds made available to eligible recipients under this part shall be used to support career and technical education programs that—

- R1. strengthen the academic, and career and technical skills of students participating in career and technical education programs by strengthening the academic, and career and technical components of such programs through the integration of academics with career and technical education programs through a coherent sequence of courses to ensure learning in the core academic, and career and technical subjects;
- R2. provide students with strong experience in and understanding of all aspects of an industry;
- R3. develop, improve, or expand the use of technology in career and technical education, which may include—
  - (A) training of career and technical education personnel to use state-of-the-art technology, which may include distance learning;
  - (B) providing career and technical education students with the academic, and career and technical skills that lead to entry into the high technology and telecommunications field; or
  - (C) encouraging schools to work with high technology industries to offer voluntary internships and mentoring programs;
- R4. provide professional development programs to teachers, counselors, and administrators, including—
  - (A) inservice and preservice training in state-of-the-art career and technical education programs and techniques, in effective teaching skills based on research, and in effective practices to improve parental and community involvement;
  - (B) support of education programs for teachers of career and technical education in public schools and other public school personnel who are involved in the direct delivery of educational services to career and technical education students, to ensure that such teachers and personnel stay current with all aspects of an industry;
  - (C) internship programs that provide business experience to teachers; and
  - (D) programs designed to train teachers specifically in the use and application of technology;
- R5. develop and implement evaluations of the career and technical education programs carried out with funds under this title, including an assessment of how the needs of special populations are being met;
- R6. initiate, improve, expand, and modernize quality career and technical education programs;
- R7. provide services and activities that are of sufficient size, scope, and quality to be effective; and
- R8. link secondary career and technical education and postsecondary career and technical education, including implementing tech-prep programs.

**Permissive**—Funds made available to an eligible recipient under this title may be used—

- P1. to involve parents, businesses, and labor organizations as appropriate, in the design, implementation, and evaluation of career and technical education programs authorized under this title, including establishing effective programs and procedures to enable informed and effective participation in such programs;
- P2. to provide career guidance and academic counseling for students participating in career and technical education programs;
- P3. to provide work-related experience, such as internships, cooperative education, school-based enterprises, entrepreneurship, and job shadowing that are related to career and technical education programs;
- P4. to provide programs for special populations;
- P5. for local education and business partnerships;
- P6. to assist career and technical student organizations;
- P7. for mentoring and support services;
- P8. for leasing, purchasing, upgrading or adapting equipment, including instructional aides;
- P9. for teacher preparation programs that assist individuals who are interested in becoming career and technical education instructors, including individuals with experience in business and industry;
- P10. for improving or developing new career and technical education courses;
- P11. to provide support for family and consumer sciences programs;
- P12. to provide career and technical education programs for adults and school dropouts to complete their secondary school education;
- P13. to provide assistance to students who have participated in services and activities under this title in finding an appropriate job and continuing their education;
- P14. to support nontraditional training and employment activities; and
- P15. to support other career and technical education activities that are consistent with the purpose of this Act.



Linda McCulloch, Superintendent  
Office of Public Instruction  
PO Box 202501  
Helena, Montana 59620-2501  
www.opi.mt.gov

## Carl D. Perkins Vocational and Applied Technology Education Act Budget Form 2006-2007

### CONTINGENT UPON AVAILABILITY OF FEDERAL FUNDS

The budget period is July 1, 2006—June 30, 2007. Amendments to this budget may occur at any time prior to June 30 of the budget year and must be requested in writing by using the Annual Budget & Program Modification Request for Federal Programs.

Prime Applicant District: \_\_\_\_\_

Legal Entity: \_\_\_\_ \_

| Budget Items  | Proposed Budget | Approved Budget 1 | Approved Budget 2 | Approved Budget 3 |
|---|-----------------|-------------------|-------------------|-------------------|
| 1. Salaries and Benefits<br>Objects 1xx, 2xx  |                 |                   |                   |                   |
| 2. Operating Expenses<br>Objects 3xx, 4xx, 5xx, 6xx, 8xx                                  |                 |                   |                   |                   |
| 3. <b>SUB-TOTAL DIRECT COSTS</b>  |                 |                   |                   |                   |
| 4. Indirect Costs @ ____%<br>*(See below for directions.)                                 |                 |                   |                   |                   |
| 5. Equipment (\$5,000 or more per unit)<br>Attach Details and Justification<br>Object 7xx |                 |                   |                   |                   |
| 6. <b>TOTAL BUDGET</b>  |                 |                   |                   |                   |
| 7. <b>OPI Use Only: Approved By/Date</b>  |                 |                   |                   |                   |
| Project No. <input type="text"/>  |                 |                   |                   |                   |

### Example Indirect Cost Calculation

**\*Maximum  
5 percent**

To calculate Indirect Costs on Line 4: If approved rate is 4.32% and total grant award is \$40,000 and equipment cost on Line 5 is \$5,500:

$$\frac{\text{Indirect Cost Rate}}{(1.00 + \text{Indirect Cost Rate})} \times \text{Total Award less Equipment (Line 5) } (\$40,000 - \$5,500) = \text{Line 4}$$

$$\frac{.0432}{1.0432} \times \$34,500 = \$1,428.68 \text{ (Line 4)}$$

To check, multiply the approved rate times Line 3.

For assistance, contact Jurenne Fuchs at (406) 444-2560 or the Division of Career, Technical and Adult Education at (406) 444-9019.



Linda McCulloch, Superintendent  
Office of Public Instruction  
PO Box 202501  
Helena, MT 59620-2501  
[www.opi.mt.gov](http://www.opi.mt.gov)

# CARL D. PERKINS SECONDARY ACCOUNTABILITY 2006

## CONCENTRATOR INFORMATION

### Carl D. Perkins Accountability Data Collection Concentrator Information

Carl Perkins accountability data must be entered electronically and must be completed by May 26, 2006.  
Refer to the Accountability User's Manual for more information.